

APPLICATION FOR PERSONS WITH DISABILITIES AND REQUEST FOR REASONABLE ACCOMMODATION IN THE WRITTEN EXAMINATION PROCESS

The disability designation identifies you as a person with disabilities for applicant pool purposes. The Department of Civil Service uses this information to determine if you are requesting and are eligible for reasonable accommodation to take written examinations. **Information submitted on this form is confidential and used for statistical reporting and equal employment opportunity purposes.**

NAME (PRINT LAST, FIRST, MIDDLE INITIAL)				ARE YOU A CLASSIFIED STATE EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
STREET	CITY	STATE	ZIP CODE	STATUS ACTIVE <input type="checkbox"/> LAYOFF <input type="checkbox"/> ON LEAVE <input type="checkbox"/>	
AREA CODE/PHONE (<u>between 8-5</u>)	EMPLOYEE IDENTIFICATION NUMBER				
NAME YOUR PHYSICAL OR MENTAL IMPAIRMENT (PLEASE BE SPECIFIC).					
DESCRIBE HOW YOUR MAJOR LIFE ACTIVITIES ARE SUBSTANTIALLY LIMITED. (Describe general activities and work activities as well.)					
DESCRIBE THE ACCOMMODATIONS YOU NEED OR MAY NEED IN TAKING A CIVIL SERVICE WRITTEN EXAMINATION.					
LIST INDIVIDUALS, AGENCIES, OR INSTITUTIONS FROM WHICH YOU HAVE RECEIVED SERVICES PERTAINING TO YOUR STATED PHYSICAL OR MENTAL IMPAIRMENT. LIST ANY PRESCRIBED MEDICATION YOU MUST TAKE RELATED TO THE STATED DISABILITY.					
CERTIFICATION/SIGNATURE: Read carefully before signing. (Application will not be processed without signature.) I certify that all information contained in this application is true. I agree and understand that any falsification of material facts will result in my forfeiting any rights to consideration for employment or promotion in the classified service in the state of Michigan.					
SIGNATURE _____				DATE _____	
FOR CIVIL SERVICE USE ONLY					
<input type="checkbox"/> ACCEPTED		<input type="checkbox"/> NOT ACCEPTED		<input type="checkbox"/> ADDITIONAL INFORMATION REQUESTED	
REVIEWED BY		DATE		DATE APPLICANT NOTIFIED	
COMMENTS					

ELIGIBILITY CRITERIA

Individuals who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such impairment are eligible for disability designation. "Major life activities" include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

COMMONLY ASKED QUESTIONS FOR THIS PROGRAM

Must I identify myself as a person with disabilities? No. This information is also used to determine if you need reasonable accommodations to take written examinations.

What happens after I've been approved for the disability designation? Your name will appear with a code on the applicant pool identifying you as a person with disabilities.

Does the disability designation add extra points to my examination scores? No. The disability designation is for identification on employment lists.

If I am approved for the disability designation, will I receive accommodations in taking all written examinations? Yes, if necessary. You must list the accommodations needed on the front of this form. This will assist us in providing the necessary accommodations when Civil Service schedules you for written examinations, video examinations, or oral assessments. Depending on the examination, it may be necessary to offer alternative accommodations or for your participation in the Twelve-Month Trial Appointment Program for Persons with Disabilities by completing the CS-630 application form.

When will Civil Service schedule me to take a written examination? You must submit a Classified Civil Service Application (CS-102) form to apply for open examinations. You will receive a scheduling notice for the written examinations if you meet the minimum requirements. For information about the open examinations, visit our web site at www.michigan.gov/mdcs or telephone our Lansing Office, at (517) 373-3048 or (1-800) 788-1766; our Detroit Office, at (313) 456-4400; or use the telecommunications device for the deaf in Lansing, at (517) 335-0191, or Detroit, at (313) 456-4409. Inquiries can also be made by sending e-mail, addressed to MDCS-BHRS@michigan.gov, or by visiting your nearest Michigan Works! Office to view the listing of examination announcements.

How will I know where to find job vacancies after I pass the Civil Service written examination and my name appears on an employment list? When a state agency has a job opening, its personnel office requests an employment list from Civil Service. The personnel office sends letters to a representative pool of candidates informing them of the vacancy and inquires if the individuals wish to interview for the job. Also, Civil Service has a web page listing some of the job vacancies, at www.state.mi.us/mdcs/asp/vacancyweb/vacancying.asp.

Are departments required to hire me? No. Employers must consider qualified persons with disabilities along with other qualified candidates.

Does this process provide for accommodating persons with disabilities on the job? No. If you require an accommodation on the job, it is your responsibility to complete a "Request for Accommodation" (CS-1668) form to request the accommodation from your state employer. The employer may require a statement from a professional practitioner listing the specific accommodations(s) needed.